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Our Vision – Healthier Kansans living in safe and sustainable environments.



Community Partner Event Forms

- Why CPEFs are important
 - Help KDHE & you track events
 - Information helpful in planning
 - Information needed for our grant reports and yours
 - Information helpful when applying for new grants from other sources



• • • | When to Complete CPEF

- Complete a Community Partner Event Form for any activity you initiate
 - Health fair booth
 - News Release distribution
 - Presentation you give / training you coordinate
 - Media interview
 - Coalition Meeting
 - News Conference
 - Rally





Electronic CPEF

- All CPEFs are now completed online
- If you haven't signed up to use the electronic system, talk to me or your OC
- We won't accept paper or e-mailed CPEFs





Tips For Using Electronic CPEF

- Watch the date, it defaults to the current year
- If you make a mistake, Don't Go Back
 - Send an e-mail to me or your OC with the event date, title and what needs changed.





Generating Reports

- Reporting Feature available Friday!
 - Will be an additional option after you log-in to CPEF system
- Select dates and counties
- No counties selected will generate report for all counties





Sample CPEF Report

Community Partner Events

1/1/2008 - 1/30/2008

KDHE requests that community partners complete summaries of the events that each partner conducts related to tobacco, physical activity and nutrition education.

The county or counties submitted 4 Community Partner Event Forms during this period. Each event form represents a separate event, which may cover more than one focus area. The number of events in each area is listed below:

- ▶ 4 - Nutrition
- ▶ 1 - Physical Activity
- ▶ 4 - Tobacco

Participating Counties

The following counties were included in the report:

MEADE,

Event Description

The activities are divided 6 into different categories:

- ▶ 1 - Coalition meeting
- ▶ 1 - Dissemination of material
- ▶ 1 - Other
- ▶ 1 - Presentation





Sample CPEF Report

The following describes the goals by category of event

Coalition meeting

- ▶ Coalition building

Dissemination of material

- ▶ Program development
- ▶ Promote nutrition

Other

- ▶ Program development

Presentation

- ▶ Program development
- ▶ Promote nutrition

Attended

Targeted

Not Specified

- ▶ 3 - Business Owners
- ▶ 6 - Coalition Members

Not Specified

- ▶ Business Owners
- ▶ Coalition Members

Partners

Various partners collaborated with the county or county in these events, including:

- ▶ Meade District Hospital
- ▶ SKAD
- ▶ SRS

Implementing Change

The above activities produced immediate changes. The immediate changes included:

- ▶





Contact Information

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